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March 12, 2020

Dear St. Helena Unified School District Families, Faculty & Staff

As with our neighboring school districts across the Bay Area, St. Helena Unified School District (SHUSD) is actively monitoring the growing outbreak of COVID-19. **Please read this entire communication carefully to learn about the latest recommendations from the California Department of Health, including the cancelation of public gatherings and events.** The Napa County Office of Education along with SHUSD and the other four school districts in Napa County are working closely with the Office of Emergency Services and Dr. Karen Relucio at the Napa County Public Health Department to ensure schools are prepared for a spread of COVID-19 (coronavirus) within Napa County.

The most important efforts we can all be taking is to slow the spread of COVID-19 in our community, reduce the number of people infected, and protect those who are most vulnerable to severe illness.

### We need your full cooperation:

- **Read all communications carefully - we will continue to send updates as the situation changes frequently**
- **Adhere to all the required actions**
- **Support that exceptions cannot be made to the required actions**
- **Visit the Napa [COE Website](#) for updates happening in our county**
- **Understand we are working proactively on behalf of our entire community and that responses to individual situations will not be possible at this time**

We understand these actions will cause disruptions; but please know that we are well prepared to navigate challenges. We are working to ensure we have the supplies we need, and our staff is prepared. Thank you for putting the health and well-being of our community first and for your support in SHUSD and all the agencies working tirelessly to keep our community safe.

Sincerely,

Dr. Marylou Wilson  
Superintendent

## NAPA COUNTY SCHOOL DISTRICTS REQUIRED ACTIONS - COVID-19

Area	Required Action	Effective Start Date	Projected End Date
Student Attendance	Children have not been shown to be a high-risk group for serious illness from this virus. Standard educational services continue with all schools open. All existing policies for student attendance, excused absences, and unexcused absences remain in force. Refer to Parent/Student Handbook for attendance policies.	August 21, 2019	June 11, 2020
Students with Pre-Existing Health Conditions	Students with pre-existing health conditions are at higher risk. School nurses/staff will work with students and families on a case-by-case basis and as necessary to continue specialized health care plans and make appropriate accommodations to continue educational services.	March 13, 2020	April 13, 2020
Employee Attendance	All existing policies for employee attendance remain in force. Refer to collective bargaining agreements for attendance policies.	July 1, 2019	June 30, 2020
Non-essential large gatherings of 50 or more in attendance*	All meetings, gatherings, and events where more than 50 people would be in attendance are postponed or cancelled. This includes any indoor or outdoor performances, parent meetings, staff meetings, and fundraisers	March 13, 2020	April 13, 2020
Non-essential gatherings with less than 50 in attendance*	Smaller gatherings held in venues that do not allow social distancing of six feet per person are cancelled. This includes any events held indoor or outdoors.	March 13, 2020	April 13, 2020

Field Trips	All school field trips are cancelled. This includes trips that require any local, domestic and international travel.	March 12, 2020	April 13, 2020
Interscholastic Sports	All school athletics including games and practices are cancelled.	March 12, 2020	April 1, 2020**
External Programs for Students	All programs provided to students by external partners remain as scheduled subject to the determination of the individual provider.	March 13, 2020	April 13, 2020
Volunteers on Campus	Any non-parent/guardian volunteers on campus are not permitted.	March 13, 2020	April 13, 2020
Health-Care Protocol For Students	<p>Students with symptoms of illness will be assessed by the school nurse/staff and may be sent home. Students sent home must be picked up by a parent or person on their emergency contact list.</p> <p>A student with a fever and respiratory symptoms will be put in an isolation area while awaiting pick up.</p>	March 13, 2020	April 13, 2020
Health-Care Protocol For Employees	Employees with symptoms of illness may be sent home. Employees with a fever and respiratory symptoms will be isolated until able to leave.	March 13, 2020	April 13, 2020
Employee Travel	SHUSD staff travel to professional development training, conferences, and non-essential meetings is cancelled.	March 13, 2020	April 13, 2020

\* Per the California Department of Public Health, a gathering is any event or convening that brings together people in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, cafeteria, or any other indoor or outdoor space. **\*The California Department of Public Health (CDPH) defines a gathering as any event or convening that brings together people in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, cafeteria, or any other indoor or outdoor space. While CDPH designated the attendance threshold at 250, given our facilities we would not be able to guarantee the 6 foot social distancing requirement for groups between 50-250.**

\*\* Timeframe issued by the California Department of Public Health requirements and is subject to change.